

UNITED STATES CIVIL SERVICE COMMISSION

BUREAU OF RETIREMENT AND INSURANCE

WASHINGTON 25, D.C.

ADDRESS REPLY TO  
"U.S. CIVIL SERVICE COMMISSION"  
AND REFER TO

FILE RH:HEH:jf

AND DATE OF THIS LETTER

July 12, 1960

STAT To: All Health Benefits Contractors under Public Law 86-382  
[redacted] President  
Government Employees Health Association, Inc.  
2430 E Street, N. W.  
L Washington, D. C.

STAT Dear [redacted]

Attached is an advance copy of Departmental Circular No. 1024, Supplement No. 17, which will be issued to all Federal establishments, containing interim instructions to agencies for processing registration, transfer, and termination actions. This is the most recent of the instructions issued on this subject, and is directed particularly to handling these actions when they involve annuitants or survivor annuitants. The attached material and this letter should assist you in establishing your procedure for recognizing "Employee-Annuitants" and "Survivor-Annuitants" for statistical purposes.

When a retiring employee appears eligible to continue his health benefits enrollment upon retirement, a form SF 2810 transferring his enrollment to the appropriate retirement system will be issued by the employing office. A copy of this SF 2810 will be sent to the carrier. Another SF 2810 will also be prepared and issued by the Retirement System which will clearly indicate in the "Remarks" that the individual has become an "EMPLOYEE-ANNUITANT" or a "SURVIVOR-ANNUITANT". Attached is a sample copy of SF 2810, with the instructions on the reverse side of the last page marked in red. The payroll number of the gaining retirement office will further indicate that the individual has become an annuitant. Attached is a list of all payroll office numbers which cover retirement systems and the contact point in the retirement system where enrollment status may be checked in case of unusual circumstances. None of the twelve payroll office numbers on the attached list will ever include any active employees. Conversely, no other payroll office number will ever include any persons except active employees.

Your attention is directed to the paragraph marked with red pencil on the third page of the Supplement No. 17. Retirement systems may not be able to complete the transfer action by issuing SF 2810 to the carrier within 31 days (temporary extension of coverage period) after death or separation from employment in all cases. Therefore, the carrier should

- 2 -

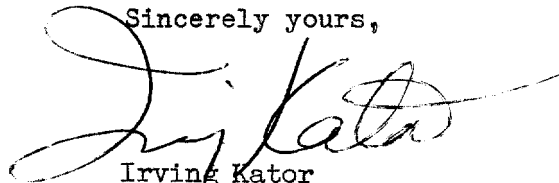
maintain a file of "Enrollees pending completion of transfer". Should claims or services be required by enrollees and their dependents after 31 days of the transfer-out date but prior to the receipt of a SF 2810 accepting the enrollment in the retirement system, the retirement system may be contacted. The name and date of birth of the retiring or deceased enrollee must be given for the Commission to quickly identify the case.

The procedure for handling the relatively few Federal Employees' Compensation cases (Bureau of Employees' Compensation-Annuity payroll offices) as discussed in Part V of the Supplement, was prescribed to recognize the following principles:

- 1) SF 2810 transfers between employing offices should not be processed to carriers covering relatively short periods of BEC compensation (many cases are of 3 weeks to 3 months duration)
- 2) subscription charges should be collected from compensation checks even though the employee is carried in non-pay status by his agency while receiving such compensation.

Any questions or comments regarding the procedures will be promptly acknowledged.

Sincerely yours,



Irving Kator  
Staff Assistant

#### ATTACHMENTS

Advance Copy of DC 1024, Supplement 17 - 1 Copy  
SF 2810 - 1 Copy  
List of Retirement System Offices - 3 Copies